



ATTENDANCE AND PUNCTUALITY POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with appropriate guidelines regarding employee attendance and punctuality.

Policy:

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work.

Absenteeism and tardiness place a burden on other employees and on the City. The City realizes that the majority of employees take a responsible attitude toward attendance and punctuality and that there are those times when attendance and punctuality might be beyond the control of the employee. In the rare circumstances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. A minimum of ½ hour notice is expected.

Excessive absenteeism and tardiness are disruptive; either may lead to disciplinary action, up to and including unpaid suspension and/or discharge. Employees who are absent from work for three (3) consecutive days without giving proper notice to their supervisors will be considered to have voluntarily resigned.

Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work and may be required to use vacation, personal or sick time. All employees are required to notify their immediate supervisor of the usage of vacation, floating holidays, sick leave, funeral leave, leave of absence and other paid or unpaid time off work in advance if the leave is planned, or as specifically provided for in policies of each leave.

Additionally, employees attending conventions, seminars, training, professional organizations and City business outside the City requires prior notification to the immediate supervisor.

Procedures:

1. Employees should notify their direct supervisor or designee, in advance, (minimum of a ½ hour advance notice) of any tardiness or absence. Tardiness or lateness is described as arriving at work after the scheduled time, regardless of how many minutes are involved.

2. An employee who calls in ill after the scheduled work time will also be considered tardy.
3. The City realizes that extenuating circumstances may occur and these will be looked at on a case-by-case basis and taken into consideration when evaluating employee absenteeism and/or tardiness.
4. When appropriate, the direct supervisor should counsel the employee on the importance of good attendance and warn that continued absences or tardiness will lead to corrective action.
5. An employee is subject to disciplinary action for excessive tardiness and/or absenteeism, up to and including unpaid suspension and/or termination. Normally, employees will be counseled for tardiness. Formal disciplinary action will be initiated for a fourth tardy within a calendar year.

Adopted by the McMillan Memorial Library Board of Trustees, December 20, 2023.